

UNITED STATES GOVERNMENT

# Memorandum

STAT TO :  Reports Inventory Task Force DATE: 14 October 1970

STAT FROM :  OTR Reports Inventory Officer

SUBJECT: Reports Inventory

1. Attached are the results of the OTR reports inventory:

- (a) A summary tabulation of the number of reports produced, estimated total annual cost, and proposed savings goals.
- (b) One complete set of the Forms 142 filled in by OTR units.

2. Although there is some double counting when one attempts to get numbers of feeder reports, there is no double counting in our report on estimated total annual cost and proposed savings goals. In two of our staffs, where the over-all OTR report may be produced on the basis of report inputs from other schools and staffs, the staff estimates of man-hours and costs show only that staff's costs, and none of the costs already reports by other schools and staffs.

3. I believe there are a few instances where a school or staff did not recognize a particular report title and did not report on it, although it may, in fact, have written such a report. However, the effect of such under-reporting is minor on the totals shown in the summary tabulation.

4. In a few instances, a reporting unit may have combined two different reports in one Form. We have not separated these out because we feel that the magnitudes are more important than precise figures. In any event, in almost every instance the man-hour figures are estimates and are not based on exact records of time spent.

5. It might interest you to know that OTR spent about 200 man-hours, at a cost of about \$1,800, in preparing this report.

STAT



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NOTE:

OTR does not make a submission for the Consolidated Intelligence Resources Information System (CIRIS)

As far as can be determined, OTR makes no reply for the Annual Report on Interagency Committees (OMB A-63).

[Redacted Signature]

OTR Reports Inventory Officer

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